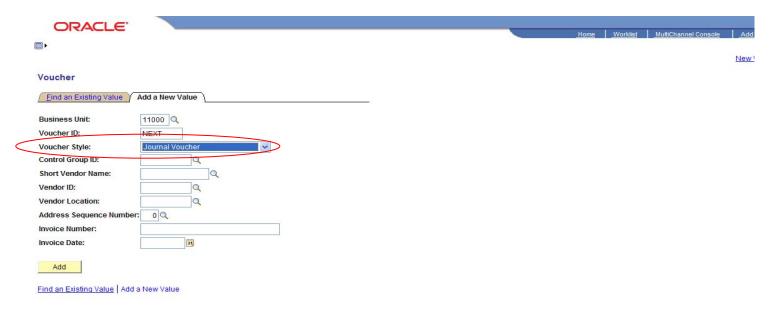
## **AP Journal Corrections**

You can do a journal in AP (Accounts Payable) when wanting to make corrections to an AP voucher. Auditors prefer you correct your errors in AP instead of General Ledger because of the following reasons:

- (1) Both the original voucher and correcting journal entry are done in the Accounts Payable Module.
- (2) It provides a better audit trail to the original voucher.

Before you begin, you should have the **Voucher Number** and the **Vendor Number** of the AP voucher you are correcting.

The navigation is the same as when you are entering a regular payment in AP. Accounts Payable > Vouchers > Entry > Regular Entry

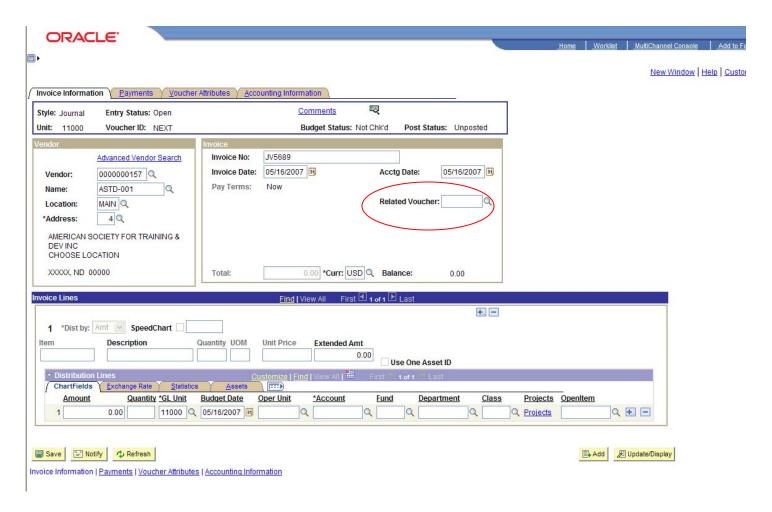


On the Voucher Style drop down, choose Journal Voucher

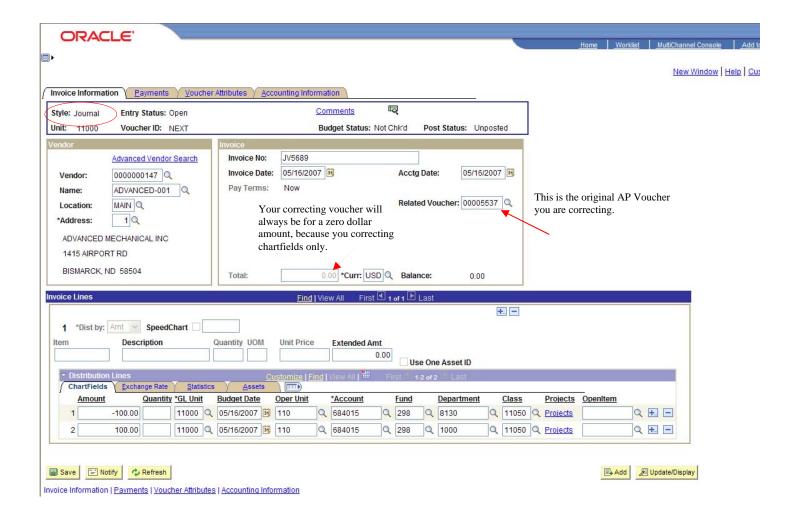
Enter the Vendor ID.

For the Invoice Number, several agencies I have talked to are using the same invoice number as on the original AP Voucher, but are putting JV in front of it. For example, if the original invoice number was 467, then you would enter JV467.

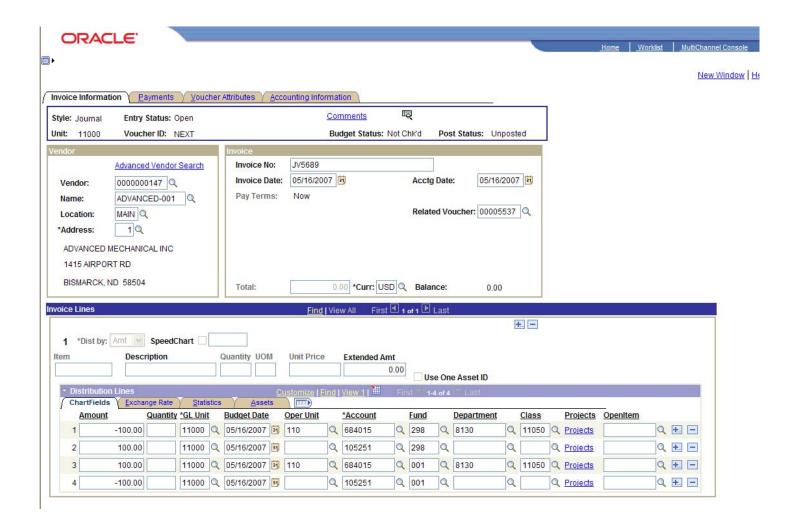
The Invoice Date can either be the original or the date you are doing the AP Journal correction.



On the Invoice Tab you will see a box call Related Voucher, you can either use the lookup glass to enter the AP Voucher you are correcting or you can just key it in.



In the above example, we are correcting the Department code from 8130 to 1000. When you are correcting funds, you will need to do a cash entry for each of the funds. Please see example below. The original transaction was paid out of Fund 298 and should have been paid from 001 General Funds. In this example, you can see the correcting cash line entries moving it from one fund to another.



Once you have completed your correcting entries, you can budget check the voucher and send it off to the approval process.